

CIRCUIT COURT FOR BALTIMORE CITY

CUSTODY INVESTIGATOR

The Circuit Court for Baltimore City is seeking a Custody Investigator to perform investigations for the Family Division of the Circuit Court.

Under the direction of the Program Manager, the Custody Investigator will have the following qualifications and be able to:

- Conduct interviews of parties, members of their households and other individuals as deemed by the Court.
- Interview young children as well as teenagers.
- Request documentation of background information on individuals.
- Conduct home visits for study of living conditions and suitability of housing.
- Must have the ability to write accurate and lengthy reports for submission to the Court.
- Excellent writing skills
- Must be able to meet deadlines.
- Provide testimony at Court hearings, as requested.
- Perform home visit investigations.
- Have the aptitude to transfer information from verbal to written form.
- Be able to follow preset formats for reports.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university.
- 2 years of related experience; Master's degree may be substituted for experience.
- Must be able to work with diverse populations.
- Must be able to meet assigned deadlines.
- An automobile is required to conduct home visits.
- Must possess a valid driver's license and good driving record.
- Must be able to use Microsoft Word and/or other word processing programs efficiently.
- Typing speed of 50 wpm.
- Good interviewing skills.
- General knowledge of office practices and procedures.

Compensation: Salary is \$39,701.00 yearly. This is a full-time temporary position with no benefits.

To Apply: Please send resume, cover letter, and writing sample postmarked by June 13, 2016 to:

Deanna E. Whittington, M.S.
Circuit Court for Baltimore City
111 N. Calvert Street, Room 302
Baltimore, Maryland 21202
Fax: 410-361-2757

NON-CLASSIFIED POSITION

AN EQUAL OPPORTUNITY EMPLOYER